

Department of Education

REGION IV-A SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

May 28, 2021

DIVISION MEMORANDUM

NO. <u>166</u>, s. 2021

TO: OIC, Assistant Schools Division Superintendents

Chief, CID and SGOD

Education Program Supervisors

Public School District Supervisors

Public Elementary and Secondary School Heads

Select Elementary and Secondary School Teachers

DepEd Teacher-Broadcasters of Cavite

All concerned

2021 2nd DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING

- 1. This office shall hold the 2021 2nd Division Management Committee (MANCOM) Meeting on June 2, 2021, Wednesday, from 8:00 AM to 12:00 NN via Zoom.
- 2. The meeting aims to gather all DepEd Cavite key officials and personnel to discuss crucial issues and concerns on the schools operations and important updates relevant to DepEd priorities and programs.
- 3. All Assistant Schools Division Superintendents, Division Chiefs, Unit and Section Heads, Education Program Supervisors, Public Schools District Supervisors, Senior Education Program Specialists, Education Program Specialists, Project Development Officers, and Elementary and Secondary School Heads are required to attend this meeting. **Representatives or substitutes are not allowed.**
- 4. The link to this meeting shall be posted at DepEd Cavite Learning Leaders.
- 5. Attached herewith are the following:
 - a. Attachment 1: Division Meeting Protocols
 - b. Attachment 2: Program Matrix
 - c. Attachment 3: Program Management Team and Terms of Reference
- 6. For inquiries and clarification, you may send a message to DepEd Cavite Province Facebook page or email to deped.cavite@deped.gov.ph
- 7. Immediate and widest dissemination of this Memorandum is hereby directed.

ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent



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Department of Education

REGION IV-A SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

KSA/ DM 166 s. 2021 BU-799 / 05/28/2021

Attachment 1 to Division Memorandum No. 166 s. 2021 titled 2021 2nd Division Management Committee (MANCOM) Meeting

DIVISION MEETING PROTOCOLS

Pre- and Post-Meeting protocols

Participants are requested to attend the meeting at least 30 minutes earlier for attendance check. Likewise, they shall accomplish the monitoring and evaluation form/ link which will be issued by the end of the meeting.

Webinar proper

- The meeting shall strictly follow the program matrix. To allow this, participants shall be muted/ are requested to go mute especially during the discussion proper. For essential and urgent comments and/ or queries, participants may use the chat box while a discussion is ongoing. Program Management Team members are assigned to monitor and consolidate these concerns which shall be addressed during the allotted time for open forum.
- During the open forum, participants may be unmuted but shall request to be acknowledged by the resource speaker should he/ she want to speak to better facilitate the exchange of ideas.





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REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

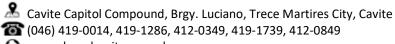
Attachment 2 to Division Memorandum No. 166 s. 2021 titled 2021 2nd Division Management Committee (MANCOM) Meeting

PROGRAM MATRIX FOR BATCH 1

Time	Topic/ Activity	Resource Speaker/ Facilitator
8:00 AM - 8:30 AM	Preliminaries	
	National Anthem	
	Prayer	
	Quality Policy	
	Opening Remarks	Randy D. Punzalan
		OIC, Assistant Schools Division
		Superintendent
8:30 AM – 8:45 AM	EOSY and Awards	Galileo L. Go
	Recognition for SY	OIC, Assistant Schools Division
	2020-2021	Superintendent
8:45 AM – 9:30 AM	Enhanced Basic	Randy D. Punzalan
	Education – Learning	OIC, Assistant Schools Division
	Continuity Plan (BE-	Superintendent
	LCP)	
9:30 AM – 9:40 AM	CID Updates and	Elpidia B. Bergado
	Concerns	Chief, CID
9:40 AM – 10:25 AM	SGOD Updates and	Diana P. Topacio
	Concerns	Chief, SGOD
10:25 AM – 10:35 AM	OSDS Updates and	Verna C. Cabaya
	Concerns	Admin Officer V
10:35 AM – 11:35 AM	SDS Time	Rommel C. Bautista, CESO V
		Schools Division Superintendent
11:35 AM – 12:00 NN	Closing Remarks	Galileo L. Go
		OIC, Assistant Schools Division
		Superintendent







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Attachment 3 to Division Memorandum No. 166 s. 2021 titled 2021 2nd Division Management Committee (MANCOM) Meeting

PROGRAM MANAGEMENT TEAM

Planning Rommel C. Bautista

Program Kristine A. Salamatin Technical Margie Lyn P. Antazo

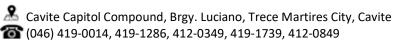
Documentation Julie Anne V. Vertudes

Rose Ann Creencia Royce R. Aure

TERMS OF REFERENCE OF PROGRAM MANAGEMENT TEAM

Committee	Responsibilities	
Executive Planning and Program	 Overseeing and approval of the working committee's plan of action 	
Program	 Prepare/ organize and lead the whole program flow Host the opening program and facilitate discussions and open forum Prepare and submit activity completion report and other pertinent documents Prepare, process, and issue certificates of PMT members and participants 	
Technical and Documentation	 Prepare the platform for the webinar Conduct photo and video documentation of the event Prepare a narrative or news report regarding the event Prepare/ collect and take charge in playing all audio-visual presentations and materials to be used during the activity Assist in facilitating the open forum 	





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